

BANKRUPTCY CASE OPENING

To file a bankruptcy petition in the ECF system, the attorney must **Open a BK Case**. During this process the attorney will enter the required information about the debtor and statistical information. The attorney uses the information from the voluntary petition, lists, schedules and statements. To open a bankruptcy case, follow the steps outlined below:

STEP 1 Click **Bankruptcy** from the Main menu, and then click **Open a BK Case** hypertext link from the Bankruptcy Events menu.

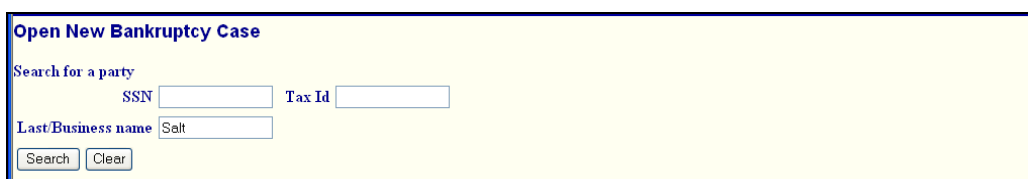
STEP 2 The **Open New Bankruptcy Case** screen appears.



- **Case Type:** Select 'bk'
- **Date Filed:** the date field defaults to the current date and cannot be changed.
- **Chapter:** Select the appropriate chapter
- **Joint Petition:** Select appropriate 'y' or 'n'
- **Deficiencies:** Always select 'n'
- Click '**Next**' to continue or '**Clear**' to reset

(Note: Do **NOT** change the default entry for Deficiencies. A Notice of Deficiency will be issued, if necessary)

STEP 3 The **Search for a party** screen appears.



Party may be searched in one of the following ways:

- **Social Security Number:** Key debtor's Social Security Number **TAX ID: If debtor is a business, key tax identification number**
- **Last/Business Name:** Enter debtor's last name or the business name

Click **Search**

STEP 4 Search for a party screen re-appears with the results of your search.

The screenshot shows the 'Search for a party' form with the following fields: SSN, Tax Id, and Last/Business name. Below these fields are 'Search' and 'Clear' buttons. Under the 'Party search results' section, a list of names is displayed: 'Salt Sea', 'Salt Sea', and 'Salt Seasoning G.'. At the bottom of the results list is a 'Select name from list' button. To the right of the results list is a 'Create new party' button.

OR

The screenshot shows the 'Search for a party' form with the same fields and buttons as the previous screenshot. Under the 'Party search results' section, the text 'No person found.' is displayed. Below this text is a 'Create new party' button.

- If name does not appear, if results indicate 'No Person Found', or if name appears, but is not styled **exactly** as on the petition, Click **"Create New Party"** and proceed to **STEP 5**.

The screenshot shows the 'Search for a party' form with the same fields and buttons. Under the 'Party search results' section, the list of names is displayed: 'Salt Sea', 'Salt Sea', and 'Salt Seasoning G.'. A pop-up window titled 'Person Address - Microsoft Internet Explorer' is open, displaying the following information: 'Sea Salt', 'SSN: 897-00-2134', '78 Sunshine St.', 'Arlington, VA 22192', and 'County: Arlington'. At the bottom of the results list is a 'Select name from list' button. To the right of the results list is a 'Create new party' button.

- If name appears, and is styled **exactly** as on the petition (A pop-up window will appear listing the name and any address for the party selected.), click to highlight, click **Select Name from List**, and proceed to **STEP 7**.

STEP 5 The **Party Information** screen appears. Depending upon the search criteria keyed in **STEP 3**, the screen will retain either: last name, social security number or, if business, the tax identification number of the debtor.

Party Information

Last name **First name**

Middle name **Generation** **Title**

SSN **Tax ID**

Office **Address 1**

Address 2 **Address 3**

City **State** **Zip**

County **Country**

Phone **Fax**

E-mail

ProSe **Role**

Party text

Add all aliases before clicking the Submit button.

- Enter the party information in the appropriate fields, i.e. **Last name**, **First name**, **Middle name**, **Generation** (if any,) **Title** (if any), **Social Security number/Tax id**, and appropriate **Address** lines (If adding a business, use the **Last name** field for the full business name.)
- Select the venue (residence or principal place of business) in the **County** field. This is a required field and must be completed before you are allowed to proceed.
- Select the appropriate **Role** (Debtor, or Joint Debtor), by clicking in the box or the down arrow next to the field name. You will need to use the scroll bar to navigate through the list. The field defaults to **blank (blank:)**, and must be changed before you are allowed to proceed
- If you wish to include **Party Text** (such as a Virginia Corporation, etc.) add in box provided
- Click **Alias** if there are other names by which the debtor has been known within the past 6 years.

STEP 6 The **Alias Information** screen appears.

Alias Information (Party Wolcott,)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text" value="Salt"/>	<input type="text" value="Seasoning"/>	<input type="text" value="G."/>	<input type="text"/>	<input type="text" value="aka"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>

Click the Add aliases button to return to the Party screen and submit all information for this party.

- Add alias information as indicated above.
- If business, the full business name is keyed in Last/Business name field. Select appropriate alias role.
- Click **Add aliases** to return to **Party Information** screen, or **Clear** to re-key alias information.
- To **Review** information keyed on the **Alias Information** screen, click **Review**. The following screen appears:

Review attorneys and aliases
Sea Salt

Uncheck to remove from list

Attorneys added:
None added.

Aliases added:
☒ Salt, Seasoning G. (aka)

- If alias(es) added in error, click **Clear**, to remove.
- Click **Return to Party screen**, to return to the Party Information screen.
- Click **Submit** on **Party Information** screen to proceed to **STEP 8**, **Cancel** to return to **Select the Party** screen or **Clear** to re-key party information.

STEP 7

If search, in **STEP 4**, resulted in name appearing and the name was selected from the list, the **Party Information** screen appears, with all name, address and social security/tax id information for verification of the information.

- Select the appropriate **Role** (Debtor, or Joint Debtor), by clicking in the box or the down arrow next to the field name. You will need to use the scroll bar to navigate through the list. The field defaults to **blank (blank:)**, and must be changed before you are allowed to proceed
- Follow instructions in **STEPS 5 AND 6** to include party text, alias information and to review alias information

Party Information

Last name: First name: Middle name: Generation: Title:

SSN: Tax ID:

Office: Address 1: Address 2: Address 3:

City: State: Zip:

Country: Country:

Phone: Fax:

Email:

ProSe: Role:

Party text:

Add all aliases before clicking the Submit button.

- If case is a joint case, repeat the appropriate steps above to add the Joint Debtor.
- Click **Submit** to proceed to **STEP 8**.

STEP 8 The **Divisional Office** screen appears, to indicate the divisional office in which the bankruptcy is to be filed.

Open New Bankruptcy Case

Divisional Office is set to **Alexandria** based on the county code **51013** of the debtor

- Divisional Office is set based on the county code of the debtor
- Verify that it is the correct division (i.e. Alexandria, Richmond, Norfolk, Newport News)
- Click **Next** to continue or **Clear** to reset

STEP 9 The **Statistical Information** screen appears.

Open New Bankruptcy Case

Type of debtor ☒ Individual ☐ Corporation ☐ Partnership ☐ Other
☐ Railroad ☐ Stockbroker ☐ Commodity Broker

Fee status **Asset notice**

Nature of debt **Estimated number of creditors**

Voluntary **Estimated assets**

Origin **Estimated debts**

Date split/transfer

- **Type of Debtor:** Select by clicking appropriate check box (defaults to Individual; if other type selected, you must uncheck Individual)
- The remaining fields are completed by clicking the down arrow to the right of the drop down box and highlighting the appropriate information, matching the Voluntary Petition:
 - **Fee Status:** Select “p” for paid, “i” for installments (to file case in installments, you will need to file an Application to Pay Filing Fee in Installments)
 - **Nature of Debt:** Select “business” or “consumer”
 - **Voluntary:** Select “voluntary” or “involuntary”
 - **Origin:** Leave this field at the default of 0 (Zero)
 - **Date Split/Transfer:** Leave this field blank
 - **Asset Notice:** select “No” for Chapter 7 cases, select “Yes” for Chapters 11 and 13 cases
 - **Estimated Number of Creditors:** field defaults to “1-15.” Modify, if applicable.
 - **Estimated Assets:** field defaults to “\$0 - \$50,000.” Modify, if applicable.
 - **Estimated Debts:** field defaults to “\$0 - \$50,000.” Modify, if applicable.
- Click **Next** to continue or **Clear** to reset defaults

STEP 10 The **Select the PDF document** screen appears.

- Key pathname in filename window, making sure to include the .pdf suffix. **or**
- Click **Browse** to navigate to the appropriate directory and file:
 - Change **Files of types:** to Acrobat [*.pdf] or All Files
 - Change **Look in:** to the appropriate drive where the document is located
 - Click on appropriate file name, and then click on **Open**
- **If there are separate “attachments to document” (e.g. Divisional Venue, etc.)**
 - Change Attachments to Document radio button to **Yes** and click **Next**.

- **If there are no separate attachments:**
 - Click **Next** to continue and proceed to Step 8.

Miscellaneous Filings:
[03-10150-SSM Sea Salt](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf)

Filename

2) Select a document type and/or enter a description.

Type	Description
Declaration of Divisional Venue	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Select the filename of your attachment by using **Browse**
- Click the arrow next to **Type** and click type of attachment, if listed
- Click in **Description** box and key any additional description, or add description, if not listed under **Type**
- Click **Add to List**
- Continue to add attachments using the steps above as necessary
- Once all attachments have been added, click **Next**.

STEP 11 The **Open a New Bankruptcy Case** screen appears.

Open New Bankruptcy Case

- Click **Next** to continue.

STEP 12 The **Final Docket Text** screen appears.

Open New Bankruptcy Case

Docket Text: Final Text

Voluntary Petition Under Chapter 7 Filed by Kathy Dragg of Dragg and Dragg on behalf of Sea Salt.
 (Dragg, Kathy)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry to ensure that information is correct
- If correct, Click **Next** to submit filing to court
- If docket entry is incorrect, click **Back** to make corrections, click **Bankruptcy** from **Main** menu to start over.

Receipt of Filing

The **Notice of Bankruptcy Case Filing** screen appears. This screen confirms that the system has received the case and it is now an official Bankruptcy Case.



Each notice will include the following:

- Who filed the document
- Date and Time
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp

To print receipt:

- Click on **File** at top of Netscape screen and select **Print**, or
- Click on the Printer icon at the top of the page.

[Note: It is strongly recommended that a copy of the receipt be maintained for your records.]

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login
Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.
An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.
Authentication
Login:
Password:
Client code:
☐ Make this my default PACER login